North Carolina Department of Health and Human Services
Division of Public Health
Section/Branch: *Chronic Disease & Injury / Injury & Violence Prevention*

RFA Questions and Answers

RFA # A-181, RFA Title: Rape Prevention and Education Program
Addendum Number: 1

If applicable, Bidder's Conference(s) Date(s): 4/14/2009
Questions Received Until (date): 4/30/2009
Summary of Questions and Answers Release Date: 5/13/2009

Questions and Answers *(list all questions and answers in numerical order)*

I. Questions from the Bidder's Conference on April 14, 2009

Question 1: Can we use a *Memo of Understanding* (MOU) instead of a *Letter of Support* from collaborative agencies?

Answer: You don't have to have an MOU but if you would like to use an MOU from your partner agencies or collaborators in lieu of a *Letter of Support*, that's fine. There are cases where we need a specific *Letter of Commitment*, so make sure you find that in the template (e.g., for agencies that HAVE NOT received funding from 2006-2009, see Section III.B, and also from any agency that has agreed to provide in-kind or cash match to the budget). For agencies that HAVE received funding from 2006-2009, see Section II, 3rd bullet point, and Section III., 3rd bullet point, and also from any agency that has agreed to provide in-kind or cash match to the budget. For example, if an agency is promising to do something related to the application, they need to provide a specific Letter of Commitment that indicates what they're specifically committing to do, not just provide a general letter of support.

Question 2: On page 38 of the RFA, it says the match can be used for staff but in the sample budget, it seems to say we cannot apply the match to personnel. Please clarify if it's okay to use the match for a staff member that is not a supervisor?

Answer: We did provide a sample budget and we included some ideas but we did not list every possible thing you could apply for. Just because it's not in the sample budget does not mean it's excluded. Use the guidelines in Section VII (RFA, pg. 38) when preparing your budget. The sample budget is just an example of possibilities.

In terms of personnel, you may specify a match for the supervisor's time or another staff member's time if s/he is doing substantive work on the RPE Program. The supervisor's or other staff's time can be used as an IN-KIND match as long as the position is funded with NON-FEDERAL dollars. Federal regulations do not allow the usage of federal funds for a match. Only actual cash can be used as a cash match.

Question 3: According to the grant time line [for new agencies], Year 1 is for planning and assessment and Year 2 is for program implementation. If we're doing prevention work on campus, the ideal timeline would be around semesters but that doesn't necessarily match up with the grant timeline. Can we begin implementation in August of 2010 instead of waiting until November? We'll only have one full semester of implementation if we work strictly within the grant timeline.

Answer: What's important to remember is that we want you to finish the planning part so that you have time to mobilize your partners and complete the community assessment to inform the prevention strategies you choose to implement. We wanted to give that full year to those who need it because of the different levels of training that might be requested by certain agencies or technical assistance that might be needed. But if you can get that done early on and work with us to make sure that you're incorporating that information effectively in choosing your strategies, then you can start implementing your strategies a little earlier.

Question 4: When talking about budgets, you said that anything over $500 (e.g. computer) has to be approved. What is the process for getting approval for items over $500?

Answer: **Any** *equipment* purchase over $500 does require pre-approval. You can put it into your application budget without approval; however, before it makes it into your contract, it will require pre-approval which will be handled over the summer once awards are made. Remember that writing it into your application does not mean it's necessarily going to happen if you get the award. When we're writing and negotiating the contract with you, we'll go through a process for pre-approval of any equipment purchase over $500.

Follow-up to Question 4: Then pre-approval is done post-application?

Answer: Yes

Question 5: Could you explain the last statement on page 36: "provide a statement of commitment to participate in cross-site evaluation." Do you want a letter from us stating our commitment?

Answer: For programs that currently receive funding and continue to get funding, see the third bullet on page 36 about the cross-site evaluation. It can literally be a statement of commitment written into your application. It basically means that you are committed to participate by filling out your annual report. It also means that if we do implement focus groups or interviews or another mechanism for evaluating the program at the state level, you are willing to commit to participating in that. It doesn't have to be a separate letter or signed by anyone.

Question 6: [From an agency that currently receives funding] Is there a specific percentage of time that our RPE Coordinator should devote to mentoring? Is it 10% or just whatever we think for any one of those four options?

Answer: It will vary depending on the option you pick. If you're helping us plan and implement a training, that might be a different level of commitment than doing a presentation at a conference. Another is to come up with your own creative option that you run past us for approval. So it would be difficult for me to say how long it would take someone to do any of those options. Just think about what your chosen option means for your RPE Coordinator and your agency.

Question 7: We thought we might be buddies with another agency, but these four topics (RFA, page 37) don't specifically relate to any buddy agency and there is no corresponding requirement for them to be a buddy. So, they seem to be working more with you than with another agency.

Answer: I am noticing that there is not a direct correspondence between the section that describes the task (on pages 13-14) and the actual application template which is an oversight on our part. Go with what is in the application template because that is what we're going to hold you to (picking one of the four options). Once programs are awarded funding, we'll negotiate with those programs about how we're going to do the buddy system.

Question 8: How do we incorporate proof into the deliverables that we have participated in particular trainings, e.g. videotape our presentation at the training?

Answer: You don't need to create a videotape as proof. We can work with you on an individual basis. In terms of the trainings we provide, we have sign–in sheets. For other types of trainings/presentations you might provide as part of mentoring, we can see if your name is on a conference agenda and the abstract you submit. And if you work with us to provide a training session, we'll know you did that. The progress report is the key place where we'll get the information about what you did in the last time period to meet the deliverables.

Question 9: Regarding the $40,000 - $60,000 total budget amount, does the $60,000 max include the match? Or is the match over and above the $60,000?

Answer: The bottom line of your budget is what you're requesting from us. On top of that, you should identify that percentage match. So if you're requesting $50,000 and you're a continuing agency, you would request $50,000 and then on top of that, you would identify the 15 percent and how you're meeting that 15 percent match above and beyond what you're requesting from us. In the sample budget (RFA, pg. 77) on the very last line, there's a grand total. The fourth column from the right is "Total Paid by RPE" which equals $50,000 in the sample budget. Right next to that is a column that is "Cash Match." And next to that is "In-Kind Match." So your total project budget in this case is

$52,500. But what you're requesting from us for RPE is $50,000. The same holds true if you request the full $60,000 in RPE funds. You would identify the match above and beyond the $60,000 you are requesting from us. So, for agencies required to provide a 15% match, the total budget would be $60,000 + $9,000 match = $69,000.

Question 10: Are you looking for a split or a certain number of new grantees versus old grantees?

Answer: We don't have a number in mind. It depends on the quality of the applications that we receive. Everyone's in the same pool.

Question 11: Do we need to supply a budget for Year 2 as well as Year 1 in our application?

Answer: No, just Year 1. The Year 2 budget will be negotiated with you when negotiating the new contract for Year 2.

Question 12: Can the *Letter of Intent* be just one or two sentences?

Answer: It can be as simple as one or two sentences saying that you're intending to apply. The purpose is for us to get a feel for how many applications we can anticipate so we can identify enough reviewers.

Question 13: Can the *Letter of Intent* be e-mailed? Or does it have to be sent through the mail?

Answer: If you have a way of scanning the real signature, not an electronic signature, than it can be e-mailed. It does need to be on agency letterhead (see RFA, page 19).

Question 14: Will you send out confirmation that you have received the *Letters of Intent*? Or should we double check to make sure that you have received them?

Answer: We're not sending out any confirmation. But you're welcome to call to make sure it got in.

Comment from DPH Staff: Should we emphasize that the *Letters of Support* should not just be forms where everyone says the same thing but individualized letters?

Response: It's important to show that the agencies providing you with *Letters of Support* really have their individualized reason for supporting you. The strongest *Letters of Support* are those that are individualized rather than just form letters where every one of them looks the same except for the address and letterhead. It does make a difference to the review panel to see *Letters of Support* that speak to the relationship that agency has with you. You can give them hints if you want about the types of things to include but steer clear of form letters where they just basically sign at the bottom.

Comment from NC Coalition Against Sexual Assault Staff: Should the original signatures be in blue ink for can they be in black ink?

Response: It would be best if it is obvious that the original signatures are original. Although we didn't specify that in the package, blue ink would be best so that it's clear to us that the signature is original.

Question 15: We plan to provide a cash match from our agency's store. Can I just type that in the budget narrative or do we need to also include a letter in our application?

Answer: The last bullet point of Section A on page 39 talks about the *Letter of Commitment* for those who have been receiving funds (the same is true for new applicants as well). The budget guidance says that you need to provide a letter of specific commitment from any agency, organization, or individual that has agreed to provide an in-kind or financial (which means cash) match for the purpose of this project. If it's a cash match from your own agency, you would not have to have a letter because it's internal. But if you are receiving a cash match or in-kind services from a partner agency, then you would need to have a letter of specific commitment that shows they're willing to commit to that match.

Question 16: Can we count the 10% of the supervisor's time toward the agency's cash match?

Answer: There is an error in the template and budget template on page 73 and the sample budget on page 76. It is true that you may not use match for the RPE Coordinator's salary or fringe benefits (these are to be funded 100% from RPE funds). For other personnel, you may specify a match for the supervisor's time or another staff member's time if s/he is doing substantive work on the RPE Program. The supervisor's or other staff's time can be used as an IN-KIND match as long as the position is funded with NON-FEDERAL dollars. Federal regulations do not allow the usage of federal funds for a match. Only actual cash can be used as a cash match.

Question 17: Are there particular methods for quantifying the in-kind value of meeting space in our office?

Answer: For a larger agency such as a university or a county government, they usually can tell you what the going rate is for your office space. If you're at a smaller agency, a reasonable way of calculating it is to look at your total floor space and the rent you pay every month, divide what percentage of the total agency space that one office is, and then take that same percentage from your monthly rent.

Question 18: Our agency has been doing educational programs in the school systems that include "good touch, bad touch," as well as bullying and Internet safety. Is it only the "good touch, bad touch" that is not considered prevention or would the others also not qualify?

Answer: Regarding the "good touch, bad touch" programming, we don't want to put the onus and responsibility on children to report their own victimization. We really want the focus to be on adults in the community to take responsibility for preventing sexual violence to children by putting protocols or policies in place, or thinking about ways to mobilize the community so that the norms change and it's not considered acceptable to sexually abuse children. Good touch/bad touch programming is a specific type of programming that our agency has chosen not to support because we believe it's too much to put on a child. It's also not really primary prevention because something has already happened to the child whereas we're trying to focus on preventing it from happening in the first place.

Regarding bullying, there is certainly some room for including bullying prevention in sexual violence prevention. But it's important to make a very clear link between the two so it's not all just general bullying prevention. Just make sure that you're linking it to gender norms or gender identity or other issues clearly related to sexual violence. If there's a clear link and it's integrated throughout, bullying prevention is fine. Internet safety could be part of a larger session, maybe one session out of eight or ten. But you also want to be thinking about changing norms, attitudes, and beliefs rather than focusing on just one aspect of behavior.

Follow-up to Question 18: We've been providing all three of those topics to schools starting in Grade 3 and going up so that it's a repetitive thing. It's hard to teach respect but lack of respect can lead to sexual violence.

Answer: It can be part of a bigger program. The take away message is that doing one time programming with different groups of kids (even if you're going to the school 20 times per year) is not "saturation" of effort. We want you to focus your time on seeing the same kids over time and building from one session to another. It's not the number of times you're at the school but the number of times you work with the same kids, building on the skills you're teaching them, deepening their understanding of those skills, and giving them opportunities to practice those skills. Internet safety is one possible topic you can bring up in your sessions and there are a number of other potential topics. But think about it as a comprehensive program that you're trying to develop.

Question 19: Do you provide guidelines or resources on how to measure program effectiveness?

Answer: For both the new and continuing applicants, there is ongoing, individualized technical assistance provided to each agency around evaluation to develop specific tools that correspond to the curricula and activities you're implementing. For new applicants, there will also be a training session on evaluation. The evaluation measures we help you develop during the training are specific to your program and will measure the things you are teaching about. There is no standard evaluation tool we can just hand out because you may not be teaching the same things. We know it's a challenging topic so that is one of the areas where we provide a lot of TA.

II. Questions Submitted after the Bidder's Conference Via E-mail or Telephone Call

1. Question: Mentoring – page 13 states (that programs receiving funding between 2006-09 shall) 'provide mentoring for newly funded RPE programs', yet the four topics for 'mentoring' on page 37 appear to be tasks with the Injury and Violence Prevention Branch (IVPB), not a 'buddy'. There is also not a corresponding task for newly funded programs to work with a mentor. Please define who we would be working with. If it is a 'buddy' how do we know where they are located to estimate travel costs. What happens if there are more newly funded programs or more existing programs that are funded – does an existing program mentor multiple newly funded or do multiple existing programs mentor one newly funded?

   Answer: For the purposes of your application, choose one of the four options listed on page 37 and develop a plan for meeting this requirement. Once we know how many "new" programs and how many "continuing" programs will receive funding, we will negotiate possibilities for a "buddy system." We will not expect any continuing programs to buddy with more than one new program. We do not anticipate that being a "buddy" would require travel expenses, but rather an openness to provide assistance via telephone calls and electronic and written communication.

2. Question: [From an agency who has received funding from 2006-2009] The options for mentoring portion of the grant mentions several choices. Do you want us to choose one and tell you? Some of the choices are self-explanatory. What other information would you like us to include in this section besides our choice?

   Answer: Yes, please indicate which option you wish to pursue and provide a plan for how you will complete that option. If you choose the fourth option ("…some other IVPB approved means of disseminating information or key findings…"), then provide details about what this option is, as well as who will complete it and how.

3. Question: General Information – pg 19. Attachments A, C, D, F, G, H & I – are the <u>signed</u> documents to be sent electronically? To maintain consecutive numbering and provide it electronically as one document would require the entire response to be a PDF file. Is this acceptable or should the attachments not be numbered consecutively? Also, should there be a cover sheet for each attachment as in the example, and if so, should it be page numbered? (I know most of this we don't have to supply.)

   Answer: We do want signed versions of relevant attachments sent electronically (e.g., as a pdf or scanned document). Since the **electronic version** will not have physical tabs, you may separate the sections with a simple cover sheet. Do not worry about page numbering the attachments or the attachment cover sheets in the electronic version, just clearly separate the relevant sections. <u>Reminder</u>**: In your application packet marked "original,"** please ensure that Attachments C, D, F, G, and H have original signatures. Also, Attachments C, G, and H require a Notary's original signature in the "original" application packet.

As the question indicates, many agencies do not need to respond to each of the attachments. Refer to the checklist on page 42 to determine which attachments are relevant to your agency.

4. Question: Abstract – page 22. Should the Abstract have page number references for the sections?

   Answer: No, it is not necessary to supply page numbers in the text of your abstract. An abstract simply summarizes the key information in each section of your application and pulls it together into a one-page document.

5. Question: Reapplication and scoring – pages 23 & 40. After the awardees have been selected, can we receive feedback on our proposal, i.e., scores, comments, etc.?

   Answer: We will provide a summary of reviewer comments for each application we receive.

6. Question: Appendices & Attachments – pg. 44. Since the Federal Certifications are not to be signed at the time of application, should we insert unsigned Certification sheets, an empty tab titled "Att. E", or something else in the response?

   Answer: The Federal Certifications (Attachment E) are included for your reference only. You may skip this section and do not need to insert a tab or any other place holders for Attachment E**. The same holds true for any other attachment that your agency is not required to submit.** Simply skip those tabs as you assemble the final package in your notebook. Refer to the checklist on page 42 for more information about which attachments are required.

7. Question: Budget Pages - pg 38 & 73 – Will you be sending a modified electronic budget page file that will permit the use of some Personnel as Match, or can we change the form ourselves?

   Answer: We will send each agency an Excel template of the budget form as well as a new sample budget via e-mail. The e-mail will be sent to the person identified as the coordinator of the application process in the Letter of Intent. This template will allow you to enter a match for the supervisor's time or another staff member's time if s/he is doing substantive work on the RPE Program. The supervisor's or other staff's time can be used as an IN-KIND match as long as the position is funded with NON-FEDERAL dollars. Federal regulations do not allow the usage of federal funds for a match. Only actual cash can be used as a cash match.

8. Question: Application Checklist - pg. 42 – Should the completed Checklist accompany the response? If so, where should it be in the package – front or back?

Answer: One copy of the completed checklist may be enclosed with the notebooks (though it is not required). You do not need to include one in each notebook. This checklist is primarily provided for your benefit to ensure that you are submitting all the required elements necessary for an application to be considered complete.

9. Question: Application Face Sheet – pg. 43 – Is it permissible for us to remove the instructions and footers from this page to create a larger face sheet?

   Answer: Yes, you may remove the instructions and footer to make the page larger. Each agency that submitted a Letter of Intent is receiving a Word version of this document via e-mail. The e-mail will be sent to the person identified as the coordinator of the application process in the Letter of Intent. The e-mailed version will not include the instructions or the footer.

10. Question: General Format – Since we will be using forms developed by IVPB to respond, should we leave the footnote "NC Div. of Public Health, RFA #A-181…" or should we add something that identifies ourselves as well?

    Answer: Agencies that have submitted a letter of intent are receiving Word versions of the application package, budget template, and application face sheet via e-mail. The e-mail will be sent to the person identified as the coordinator of the application process in the Letter of Intent. There are no footers associated with these electronic versions of the forms. You are free to add a header or footer to identify your agency to your completed forms.

11. Question: Page 21 – where is the section entitled "Completing the Application" referenced in the last sentence?

    Answer: This section subtitle apparently did not make it into the final draft of the RFA. For more information on the order in which to assemble your application package, refer to pages 22 and 42, as well as the relevant application form for your agency (e.g., "Application Form for Agencies That HAVE NOT RECEIVED RPE Funds from 2006-2009" or "Application Form for Agencies That HAVE RECEIVED RPE Funds from 2006-2009")

12. Question: Should we ask our supporters to address their letters of support to you?

    Answer: You can have the support letters addressed to you (they are expressing their support for what you and your agency are proposing).

13. Question: To clarify on pg 22 of the RFA, #2: Is Form D itself the "Application Face Sheet"? Is that all that needs to be included or is does the Application Face Sheet require other forms/letters?

Answer: The Application Face Sheet is on page 43 of the RFA and is being sent out as a Word document via e-mail to all agencies that have submitted a letter of intent so that the information can be directly entered on it. The e-mail will be sent to the person identified as the coordinator of the application process in the Letter of Intent.

Please note that Box 14 of the Application Face Sheet is for the "Signature of Authorized Representative." The person who signs Box 14 of the Application Face Sheet should be the person indicated in Attachment D ("Letter from Board President/Chairperson Identifying Individual(s) Authorized to Sign Contracts"). If your agency does not already have a completed Letter from Board President/ Chairperson Identifying Individual(s) Authorized to Sign Contracts on file with the Division of Public Health Contract Unit since 01/01/09, then you will also have to submit this completed form. Refer to the Checklist on Page 42 for further information regarding which attachments are required or not required for your agency.

14. Question: Is there any limit to the length of the budget narrative?

    Answer: There is no page limit for the budget narrative. Each expense category should be described and justified in detail.

15. Question: Do you all have a word copy of the budget form so we can use it, or are we supposed to recreate the budget form as closely as possibly via Word or Excel?

    Answer: We will send each agency an Excel template of the budget form as well as a new sample budget via e-mail. The e-mail will be sent to the person identified as the coordinator of the application process in the Letter of Intent.

16. Question: In Section I (or in any other section as needed), should we use footnotes or endnotes (in an appendix) for citations of facts/stats/theories?

    Answer: If you are citing information that is retrieved from another source outside your agency, then you do need to reference your source. You may choose to do this as footnotes, endnotes, or a separate sheet of "References Cited" added as an appendix.

17. Question: Is it okay to divide the narrative into the subsections outlined in the grant (for example A, B, and C in Section I), or should it only be a narrative?

    Answer: You may divide the narrative into subsections as outlined in the application packet if that is helpful to you. Do note that not all sections have lettered subsections. Some sections simply have a bulleted list of items to include.

18. Question: [From an agency that HAS NOT RECEIVED funding from 2006-2009] I work at a university, and we do not have a Board of Directors. I'm not sure what equivalent oversight agency needs to provide me with a resolution expressing support

for moving towards primary prevention (as stated in Section IIA. In the last bullet point)?

Answer: In determining the answer for your particular circumstance, think about what Center, Chancellor's office, or other office (e.g., Office of Student Affairs, etc.) is above your center or program in the organizational chart. In other words, who or where must the head of your center go to for clearance or support to do something new? The purpose of this requirement is to make sure you have broader support for this application than just your immediate office/program/agency head.

19. Question: I have not been able to see the list of compiled questions that you said would be on this site: http://www.injuryfreenc.ncdhhs.gov/About/RPE.htm Am I missing something?

    Answer: Per page 20 of the RFA, all questions received by 4/30/09 and their respective answers will be posted on the website by May 13, 2009.

20. Question: Are there going to be 12-14 new RPE contracts?

    Answer: There will be a total of 12-14 contracts (pending final total amount of Federal funds received), which includes a mix of continuing programs (those that received funding from 2006-2009) and new programs (those that did not receive funding for the 2006-0009 period). There are different application forms for each type of applicant (with different sections and scoring); however, there is no cut off for how many new vs. continuing programs will be funded.

21. Question: How many grants exist throughout the state?

    Answer: We currently fund 13 local programs across the state. The last RFA in 2006 resulted in 17 funded programs, but 4 have since withdrawn from the program for various reasons.

22. Question: Are there any new contracts now with small rural communities?

    Answer: We have several current contracts with small and/or rural counties

23. Question: Who is our closest agency with a current grant?

    Answer: In the western part of the state, we currently contract with OASIS (Watauga Co.), Our VOICE (Buncombe Co), REACH of Macon Co., and Steps to Hope (Polk Co.). In the central part of the state, we currently contract with Family Services, Inc (Forsyth Co.), Family Violence and Rape Crisis Services (Chatham Co.), Orange County Rape Crisis Center, Interact of Wake Co., NC State University Women's Center), and Safe Space, Inc. (Franklin Co.). In the southern and eastern part of the state, our current contractors include: Rape Crisis Center of Robeson County, Rape

Crisis Center of Coastal Horizons Center (New Hanover, Brunswick, and Pender Cos.), and Rape Crisis Program of Carteret County.

24. Question: Will the reviewers be interested in awarding grants to small communities?

    Answer: The reviewers will be scoring the applicants based on the criteria established in the application. All applicants must be responsive to the sections in their relevant (e.g., new or continuing programs) application package. The size of the community is not one of the criteria. Several of our current contractors serve small and/or rural counties.

25. Question: [From an agency that is NOT currently receiving funds] Will it hurt us to have just a school-based prevention program?

    Answer: Many of our current programs do conduct their prevention strategies in schools. We are not requiring new programs/applicants to determine the settings in which they will implement their two prevention strategies until the end of the first year of funding (after completing the community assessment and receiving training and technical assistance from us).

26. Question: Has any stimulus money been added to the award?

    Answer: No stimulus money received by the state of NC is supplementing this grant award.

27. Question: In our small community rape and sexual assault are underreported. As a dual agency we see a small subset of the community. (Our agency) keeps accurate statistics of rape/sexual assault. Will our statistical data satisfy the information for the Needs Statement?

    Answer: The statistics mentioned are certainly a part of the required needs statement. Please refer back to the application which describes several other data and information requirements for the Needs Statement section.

28. Question: [From an agency that is NOT currently receiving funds] My understanding it that we have to include a resolution from our Board of Directors indicating their strong support for the primary prevention of sexual violence. We did this when we applied in 2006. Do we need to pass another resolution? Is there special language you want included in that resolution?

    Answer: Yes, we do need a current resolution from the Board of Directors of an equivalent governing body (e.g., county commissioners, university oversight committee). Board membership and priorities may change over time. We need the resolution to speak to the items listed in the application; however, there is no specific language required beyond this. Our main purpose is to ensure that the agency and any agency governing body is truly aware of this grant application and on board with the direction that the RPE program is pursuing.

29. Question: Can we use staff, other than the RPE supervisor, as part of the match? We have a part-time staff member who helps with RPE interventions and planning. Can we include their time as a match for the RPE grant?

    Answer: Yes, other staff members' time can be utilized as a match if they provide substantive support to the RPE program. The other staff member's time can be used as an IN-KIND match as long as the position is funded with NON-FEDERAL dollars. Federal regulations do not allow the usage of federal funds for a match. Only actual cash can be used as a cash match.

30. Question: Can the supervisor attend trainings? If so, will the RPE grant pay for those expenses?

    Answer: Yes, the supervisors are always welcome to attend any training provided by the Injury and Violence Prevention Branch. You may prepare your budget to include the expenses associated with having the supervisor attend any or all of the three annual trainings. Prepare your budget as though the trainings are taking place in Raleigh for the purposes of estimating mileage.

31. Question: What are the differences between the Board Resolution (described in Section II. of both application packages), a letter of support, and a letter of commitment?

    Answer: A **Board Resolution** is passed by the applicant agency/organizations' Board of Directors (or similar oversight committee or county commissioners, etc. if there is no Board of Directors) that indicates their support for the application and the movement towards working on the primary prevention of sexual violence. A **letter of support** is provided by *other* agencies and organizations in the community served by the applicant, and these letters indicate ongoing support of and involvement with your agency. Letters of support often refer to partnerships or collaboration between the author and the applicant agency, and they may indicate how an award to the applicant agency will benefit the community at large. A **letter of commitment** is required from agencies that have promised to do something. For more information about the letter of commitment, see question 1 on page 1 of this Questions and Answers document.

32. Question: For agencies that have received 2006-2009 RPE funds, is it expected that 2 strategies be proposed for both grant years, or only the first grant year?

    Answer: Propose the two strategies you want to complete in Year 1. If you already know that you'd like to keep building on the same strategies in year 2 or that you'd like to try something different in year 2, feel free to discuss this; however, you just need to speak to the first year of the grant. We know that circumstances may change along the way, so proposals for year 2 (continuing year 1 or trying something new) may or may not happen as planned.